

Use of ReStore Trailer

Policy and Procedure

The trailer is available to be loaded with donated items for ReStore under the following terms:

Scheduling:

To schedule use of the trailer, donors will call (845)297-7610 x3, option 1 (Donation line). Use of Trailer must be approved by ReStore Manager prior to scheduling.

Once schedule is arranged, donor must complete the **Trailer Agreement** as well as **Information Form** (attached).

Delivery:

The trailer will be delivered to the Donor's site by the ReStore Manager.

Upon delivery of trailer, walk through will be conducted with driver & donor. Any issues will be noted.

Pick Up:

The trailer will be picked up by the ReStore Manager or designee

Upon pick up of the trailer, walk through will be conducted with driver & donor. Any issues will be noted.

It is the responsibility of the donor to make sure items are properly secured in the trailer.

Fees:

1. A \$250 security deposit via credit card is required.
2. A payment of \$10 per day will be taken from your deposit within 24 hours of picking up the trailer. The remainder of your deposit will be less the daily fee will be released back to your card.
3. However, the cost of all expenses reasonably incurred by Company to replace or restore the Trailer if it is damaged or missing parts and or the cost to dispose of any non-sellable items or furniture placed in the Trailer will be deducted from the deposit.

ReStore Trailer Information Form

Donor Name: _____

Phone Number: _____

Address: _____

Email Address: _____

Do you want to be added to our mailing list for new information about Habitat Dutchess?

[] YES [] NO

Credit Card Information: CC# _____ CVV _____ Zip Code _____

Name on Card _____ Expiration date _____

Time of Rental:

From _____ AM PM on _____ to _____ AM PM on _____
 Time Date Time Date

Habitat for Humanity of Dutchess County reserves the right to remove the trailer from your property on reasonable notice.

Fees:

- a) A **\$250 security deposit** via credit card is required.
- b) A payment of \$10 per day will be taken from your deposit within 24 hours of picking up the trailer. The remainder of your deposit will be less the daily fee will be released back to your card.
- c) **However, the cost of all expenses reasonably incurred by Company to replace or restore the Trailer if it is damaged or missing parts and or the cost to dispose of any non-sellable items or furniture placed in the Trailer will be deducted from the deposit.**

Items to be donated in the trailer:

Name

Date

Signature

Habitat Signature

Date